

**REVISED NPD-15****EFFECTIVE JULY 1, 2003**

**DEPARTMENT OF PERSONNEL  
EMPLOYEE APPRAISAL & DEVELOPMENT REPORT**

<b>1. Employee Name: Last</b>		<b>First</b>	<b>Initial</b>
<b>2. Class Title:</b>		<b>3. Social Security #:</b>	
<b>4. Dept/Div/Section:</b>		<b>5. Date Evaluation Due:</b>	
<b>6. Agency # (3 digits):</b>	<b>Home Org # (4 digits):</b>	<b>Position Control #:</b>	<b>7. Date Next Evaluation Due:</b>
<b>8. Probationary/Trial Period</b> (click one): 6 month Probation/Trial: <input type="checkbox"/> 2 <sup>nd</sup> month <input type="checkbox"/> 5 <sup>th</sup> month <input type="checkbox"/> Other 12 month Probation/Trial: <input type="checkbox"/> 3 <sup>rd</sup> month <input type="checkbox"/> 7 <sup>th</sup> month <input type="checkbox"/> 11 <sup>th</sup> month <input type="checkbox"/> Other			<b>Permanent</b> (click one): <input type="checkbox"/> Annual <input type="checkbox"/> Other
<b>9. Work Performance Standards:</b> <input type="checkbox"/> are an accurate reflection of the position <input type="checkbox"/> will be revised to reflect changes			
<b>10. Overall Rating from Page 2, Number 14</b> (click one): <input type="checkbox"/> Does Not Meet Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Exceeds Standards  If a rating of "Does Not Meet Standards" is given, another evaluation must be completed within 90 days. The rating may affect adjustments in salary based on merit (NAC 284.194) and longevity pay (NAC 284.270).			
<b>Rater's Signature &amp; Title:</b>		<b>Date:</b> (mm/dd/yy)	
<b>11. Employee Comments:</b> (NAC 284.470 requires that you complete this section and sign the report on performance within 10 working days after discussion with your supervisor. If you disagree with the report and request a review, you must specify the points of disagreement.) <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Request Review  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
<b>Employee's Signature:</b>		<b>Date:</b> (mm/dd/yy)	
<b>12. Reviewing Officer Review:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree (Comment Required)			
<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
<b>Reviewing Officer's Signature &amp; Title:</b>		<b>Date:</b> (mm/dd/yy)	
<b>13. Appointing Authority Review:</b> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree (Comment Required)			
<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
<b>Appointing Authority's Signature &amp; Title:</b>		<b>Date:</b> (mm/dd/yy)	

## Employee Appraisal & Development Report – Page 2

<b>Employee Name:</b> (Last)	<b>(First)</b>	<b>(Initial)</b>
<b>Social Security #:</b>		

<b>14. Job Elements</b> (Transfer from Employee Work Performance Standards form and provide a numerical rating of 1 = DMS; 2 = MS; or 3 = ES for each job element in column (A).)	<b>(A) Rating</b>	<b>(B) Weighted Value</b>	<b>(C) Weighted Rating</b>
Job Element #1:			
Job Element #2:			
Job Element #3:			
Job Element #4:			
Job Element #5:			
Job Element #6:			
Job Element #7:			
Job Element #8:			
<b>Overall Rating (Scale: 1 to 1.50 = DMS; 1.51 to 2.50 = MS; 2.51 to 3 = ES)</b> <i>(A “does not meet standards” rating may affect adjustments based on merit (NAC 284.194) and longevity pay (NAC 284.270). Another evaluation must be completed within 90 days (NRS 284.340).)</i>		X	
<b>15. Rater's Comments:</b> <i>(A “does not meet standards” rating for any job element <u>must</u> include a detailed explanation of the deficiencies.)</i>			
<b>16. Development Plan &amp; Suggestions:</b> <i>(The supervisor addresses how the employee can enhance performance and achieve standards; indicates recommendation for further development and training. This section should be discussed with the employee.)</i>			